



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-8000

REPLY TO
ATTENTION OF

AFLG-PROM

13 Nov 96

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-7, Use of the International Merchant Purchase Authorization Card (IMPAC) for Printing Services

1. The Defense Printing Service (DPS) now accepts the IMPAC for payment. Until final guidance from the Office of the Secretary of Defense Comptroller is received, the following interim guidance is provided:

a. Currently, DFAS makes payments to DPS via an interdepartmental transfer of funds. The IMPAC may now be used, without benefit of a contractual document, to make payments to DPS. Use of the purchase card is optional.

b. Installations are reminded that all IMPAC transactions should be recorded with a single line of accounting using bulk funding. Initial payment to the vendor bank will be against the single line of accounting. Distribution of costs below the single funding level must be done via cost transfers. Installations not using streamlined IMPAC funding procedures must continue to use the current DPS process.

c. Purchase cards for DPS printing services should be established at the user level. Internal controls must be implemented to ensure transactions are authorized and adequate funds are available.

d. Where the printing function is centralized, the card should be issued only for the purpose of paying the local DPS.

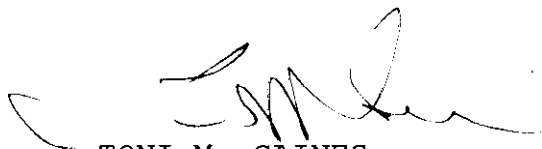
e. The Director of Contracting will indicate in the appointment letter that the cardholder is authorized to use the IMPAC for DPS transactions.

f. The current contract limit on IMPAC transactions is \$999,900. Payments to DPS can be made either daily, weekly, or monthly.

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2. Please ensure your Director of Resource Management and
Director of Information Management are provided information
copies of this memorandum. For additional information, please
contact Mrs. Pat Boterweg, DSN 367-5486.



TONI M. GAINES
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

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